

# CITY CLERK

## MISSION STATEMENT

The City Clerk's Office is the historian of the City of Burbank government. The impartial office respectfully serves as the direct link to its citizens, to keep them informed of the actions of the City government.

## DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services (YES) Fund Board, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and, Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Redevelopment Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled, as well as any special election which may be called; filing Campaign Statements and Statements of Economic Interests, as required by the

Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council, and advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program; and, maintaining a comprehensive annual historical collection.

## CHANGES FROM PRIOR YEAR

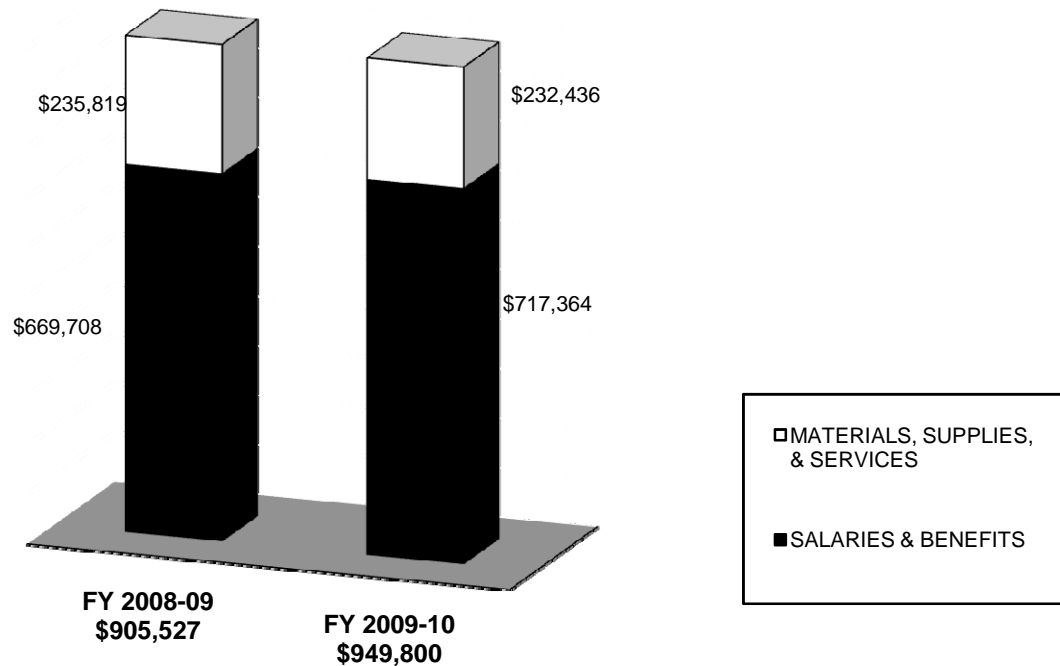
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been maintained as in Fiscal Year 2008-09. In light of the current budgetary constraints, the Department has not requested the traditional five percent increase to cover inflationary costs associated with the 2011 Municipal Elections. Staff will be returning at mid year, in Fiscal Year 2010-11, to request reimbursement of costs associated with the translation and printing of candidate statements.

## DEPARTMENT SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	7.000	7.000	7.000	
<b>Salaries &amp; Benefits</b>	\$ 615,832	\$ 669,708	\$ 717,364	\$ 47,656
<b>Materials, Supplies, Services</b>	106,170	235,819	232,436	(3,383)
<b>TOTAL</b>	<u>\$ 722,002</u>	<u>\$ 905,527</u>	<u>\$ 949,800</u>	<u>\$ 44,273</u>

# CITY CLERK

## *Department Summary*



### **2008-09 WORK PROGRAM HIGHLIGHTS**

- Implemented the Records Management Improvement Project. The intent of the Project is to perform a Records Center space analysis and report; revise the citywide records retention schedules with best practices to ensure that the schedules evolve with the City's needs; provide an assessment of the document imaging program policies; update the records retention manual and procedures; conduct citywide records retention training; and, provide options regarding the replacement of the Mainframe-based records management software. The Records Retention Schedule revisions are in progress with 7 Departments completed. Also, the Records Retention Manual has been updated.
- Since the implementation of the Granicus Media Manager Software that allows for placing the entire Agenda Packet on-line and allows for the the electronic archival and play back of all Council meetings, agenda information and Council action have been successfully made available on the website in a timely fashion.
- Completed the update of Title 3 Chapter 3 (Elections Code) of the Burbank Municipal Code.

### **2009-10 WORK PROGRAM GOALS**

- Complete efforts of making the Burbank Municipal Code available and searchable on-line.
- Continue the implementation of the Records Management Improvement Project. Citywide records retention training will be conducted. The document imaging program policies are also being developed and software for records management is being evaluated in order to transition from the Mainframe technology which will eventually be phased out.
- Present the updated Title 3 Chapter 3 (Elections Code) of the Burbank Municipal Code for Council adoption.
- Continue to assist departments seeking to be included into the LibertyNet Electronic Document Imaging/Management System as it is expanded.
- Continue providing excellent customer service to departments requesting records.

# Services Division

001CC01A

The City Clerk Services Division prepares agendas and minutes for the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund Board, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public documents, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

## OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City Conflict of Interest Code.

## BUDGET HIGHLIGHTS

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been maintained as in Fiscal Year 2008-09.

## DIVISION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	3.250	3.250	3.250	
Salaries & Benefits	\$ 269,929	\$ 324,210	\$ 331,000	\$ 6,790
Materials, Supplies, Services	49,749	61,457	60,515	(942)
<b>TOTAL</b>	<b>\$ 319,678</b>	<b>\$ 385,667</b>	<b>\$ 391,515</b>	<b>\$ 5,848</b>

# Elections Division

001CC01B

This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

## OBJECTIVES

- Conduct Primary Nominating and General Municipal Elections in 2011.
- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Election Code.

## BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. In light of the current budgetary constraints, the Division has not requested the traditional five percent increase to cover inflationary costs associated with the next municipal elections which will be conducted in 2011. Staff will be returning at mid year, in Fiscal Year 2010-11, to request reimbursement of costs associated with the translation and printing of candidate statements.

## DIVISION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 119,278	\$ 133,057	\$ 139,798	\$ 6,741
Materials, Supplies, Services	1,077	119,406	119,406	
<b>TOTAL</b>	<b>\$ 120,355</b>	<b>\$ 252,463</b>	<b>\$ 259,204</b>	<b>\$ 6,741</b>

# Legal Advertising Division

## 001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

### **OBJECTIVES**

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

### **BUDGET HIGHLIGHTS**

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to Fiscal Year 2008-09 levels. However, the Division is experiencing a general increase in legal advertising costs.

### **DIVISION SUMMARY**

	<b>EXPENDITURES 2007-08</b>	<b>BUDGET 2008-09</b>	<b>BUDGET 2009-10</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	0.400	0.400	0.400	
<b>Salaries &amp; Benefits</b>	\$ 28,836	\$ 35,837	\$ 36,059	\$ 222
<b>Materials, Supplies, Services</b>	40,609	35,000	35,000	
<b>TOTAL</b>	<u>\$ 69,445</u>	<u>\$ 70,837</u>	<u>\$ 71,059</u>	<u>\$ 222</u>

# Records Management Division

001CC01D

The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. This program includes records retention schedules, forms management, microfilming, filing systems and historical records.

## OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

## BUDGET HIGHLIGHTS

The Division continues to operate, maintain and expand the Libertynet Imaging System. The discretionary budget has been maintained as in Fiscal Year 2008-09.

## DIVISION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	2.050	2.050	2.050	
<b>Salaries &amp; Benefits</b>	\$ 197,789	\$ 176,604	\$ 210,507	\$ 33,903
<b>Materials, Supplies, Services</b>	14,735	19,956	17,515	(2,441)
<b>TOTAL</b>	<u>\$ 212,524</u>	<u>\$ 196,560</u>	<u>\$ 228,022</u>	<u>\$ 31,462</u>

# Services Division

001CC01A

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.250	3.250	3.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 186,790	\$ 225,036	\$ 227,369	\$ 2,333
60006	Overtime	4,601	3,501	3,501	
60012	Fringe Benefits	77,713	94,173	98,630	4,457
60022	Car Allowance	825	1,500	1,500	
		<b>269,929</b>	<b>324,210</b>	<b>331,000</b>	<b>6,790</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 1,047	\$ 4,200	\$ 4,200	
62300	Special Departmental Supplies	1,025	1,400	1,400	
62310	Office Supplies	3,777	3,400	3,400	
62440	Office Equip Maint & Repairs	65	150	150	
62455	Equipment Rentals	1,153	4,000	4,000	
62700	Memberships & Dues	620	600	600	
62710	Travel	2,197	1,515	1,515	
62755	Training	1,465	4,500	4,500	
62895	Miscellaneous	118	600	600	
NON-DISCRETIONARY					
62220	Insurance	19,391	19,391	21,144	1,753
62241.1000	Print Shop	22			
62485	F535 Comm Equipment Rental	4,933	4,964	4,654	(310)
62496	F537 Computer Equip Rental	13,936	16,737	14,352	(2,385)
		<b>49,749</b>	<b>61,457</b>	<b>60,515</b>	<b>(942)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 319,678</b>	<b>\$ 385,667</b>	<b>\$ 391,515</b>	<b>5,848</b>

## Elections Division

001CC01B

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 83,358	\$ 92,668	\$ 95,686	\$ 3,018
60006	Overtime	1,633	2,238	2,238	
60012	Fringe Benefits	33,912	38,151	41,874	3,723
60022	Car Allowance	375			
		<b>119,278</b>	<b>133,057</b>	<b>139,798</b>	<b>6,741</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 954	\$ 118,856	\$ 118,856	
62310	Office Supplies		300	300	
62420	Books & Periodicals	123	250	250	
		<b>1,077</b>	<b>119,406</b>	<b>119,406</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 120,355</b>	<b>\$ 252,463</b>	<b>\$ 259,204</b>	<b>\$ 6,741</b>

## Legal Advertising Division

001CC01C

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 19,552	\$ 24,906	\$ 24,683	\$ (223)
60006	Overtime	370			
60012	Fringe Benefits	8,839	10,931	11,376	445
60022	Car Allowance	75			
		<b>28,836</b>	<b>35,837</b>	<b>36,059</b>	<b>222</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 40,609	\$ 35,000	\$ 35,000	
		<b>40,609</b>	<b>35,000</b>	<b>35,000</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 69,445</b>	<b>\$ 70,837</b>	<b>\$ 71,059</b>	<b>\$ 222</b>



# Records Management Division

001CC01D

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.050	2.050	2.050	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 138,281	\$ 123,580	\$ 138,483	\$ 14,903
60006	Overtime	73			
60012	Fringe Benefits	59,210	53,024	72,024	19,000
60022	Car Allowance	225			
		<b>197,789</b>	<b>176,604</b>	<b>210,507</b>	<b>33,903</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 3,829	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	1,122	900	900	
62300	Special Departmental Supplies	494	900	900	
62420	Books & Periodicals	25	168	168	
62440	Office Equip Maint & Repairs	125	350	350	
62700	Memberships & Dues	460	470	470	
62710	Travel	458	840	840	
62755	Training	60	3,150	3,150	
62895	Miscellaneous	201	200	200	
NON-DISCRETIONARY					
62470	F533 Office Equipment Rental	259		259	259
62496	F537 Computer Equip Rental	7,702	9,478	6,778	(2,700)
		<b>14,735</b>	<b>19,956</b>	<b>17,515</b>	<b>(2,441)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 212,524</b>	<b>\$ 196,560</b>	<b>\$ 228,022</b>	<b>\$ 31,462</b>

***CITY CLERK***  
**AUTHORIZED POSITIONS**

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CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
 TOTAL FULL TIME	 7.000	 7.000	 7.000	
 <b>TOTAL STAFF YEARS</b>	 7.000	 (7)	 7.000 (7)	 7.000 (7)